

# CHANGES DURING CONSTRUCTION

**Hamilton County Planning and Development, Room 801 County Administration Building (513) 946-4550**

I. **WHAT DO I DO WHEN I WANT TO MAKE CHANGES TO A PREVIOUSLY APPROVED PLAN?**

If, during the execution of work or prior thereto, it is desired to deviate in any manner, affecting the construction or other essential or vital feature of the work, from the terms of the approved application, drawings or specifications a written notice of such intention to alter or deviate shall be given in writing to the Building Official or Building Inspector. If such changes or deviation affects the bearing or structural parts of such work or its class of occupancy, new plans and specifications shall be submitted for approval. Changes to the building's location or height require applicable zoning approval as well.

A revised permit is required when changes are proposed to conditions that were previously shown and approved by the building department. Additional work (or changes) that have never been submitted to the building department and, consequently, have never been reviewed require separate permits. These types of changes are not revisions.

II. **WHEN SHOULD I APPLY FOR A REVISED PERMIT?**

All revisions to the work or changes in material(s) or system(s) shall be fully approved prior to execution of the work.

III. **HOW DO I OBTAIN A REVISED PERMIT?**

Complete an application for a revised building permit and submit sets of building plans and site plans for review to the Department of Building Inspections, Room 803 County Administration Building, 138 E. Court Street, Cincinnati, Ohio 45202. Surveys (plot plans) and building plans must be prepared and properly sealed by an Ohio registered design professional. A non-refundable plan processing fee must be paid at the time of application. The number of sets of plans required depends on location and extent of work. Contact a Building Department Permit Specialist for details prior to submitting. Additional agency approvals may be necessary, i.e., local fire department, MSD, Health Department, Zoning Department, etc.

**NOTE:** Filing of application for a revised building permit does not constitute permission to execute the changes.

IV. **WHAT HAPPENS AFTER I APPLY FOR A REVISED PERMIT?**

A plan examiner, with the Department of Building Inspections, will review the changes for code compliance. If there are questions or comments, they will contact the applicant (the person who signed the application form). Deficiencies noted require revising the original drawings to comply with all applicable codes. Corrected plans must be approved within 60 days. Upon receipt of all necessary approvals, a Building Department Permit Specialist will notify the applicant by telephone that the permit is ready and the balance of the permit fee that may be due.

V. **WHAT IS REQUIRED AFTER THE REVISED PERMIT IS ISSUED?**

All work shall accurately conform to the newly approved application and drawings for which the revised permit has been issued.